-----Original Message-----
From: Stephens, Ronald C COL USA DISA JITC
[mailto:Ronald.Stephens@disa.mil]
Sent: Thursday, April 15, 2010 10:41 AM
To: JITC ALL
Subject: Test Report Executive Summary (NEW) Guidance (UNCLASSIFIED)
Importance: High

Classification: UNCLASSIFIED
Caveats: NONE

Effective immediately, the Executive Summaries in test reports will be
presented in a "BOTTOM LINE UP FRONT" format.

Traditionally, in a report, the information in the Executive Summary
was presented in the following order:

.   System functional description
.   Scope (administrative details)
.   Purpose statement and testing details/results
.   Conclusion

Now, in a report, the information in the Executive Summary should be
presented in the following order:

.   System functional description
.   Conclusion
.   Purpose statement and testing details/results
.   Scope (administrative details)

This format is intended to provide the important information to the
decision makers FIRST and then the supporting details following.

Any questions should be directed to Mr. Marny Martinez,
marianito.martinez@disa.mil, 520-538-4607.

V/R

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COL Ron Stephens

Classification: UNCLASSIFIED
Caveats: NONE